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CITY OF KENMORE, WA TREE REMOVAL CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number:				Date Stamp
	Project Number:				
	Related Permit(s):				
	Permit Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reviewer Initials	
	Replacement Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Replaced Trees	
This checklist is for activity NOT related to development					
PROPERTY INFORMATION					
Address: _____					
Parcel Number: _____					
Property Size: _____ SF Use: <input type="checkbox"/> Single-family <input type="checkbox"/> Multi-family <input type="checkbox"/> Commercial <input type="checkbox"/> Vacant <i>In Square Feet</i>					
Was this property part of a recent development? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know					
Are there any mapped, known, or suspected environmentally critical areas located on site or in proximity to the site? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <i>If yes, identify the type of critical area below</i>					
<input type="checkbox"/> Lake Washington <input type="checkbox"/> Sammamish River <input type="checkbox"/> Swamp Creek <input type="checkbox"/> Stream <input type="checkbox"/> Wetland <input type="checkbox"/> Bald Eagle Nest <input type="checkbox"/> Great Blue Heron Rookery <input type="checkbox"/> Habitat of Importance <input type="checkbox"/> Erosion Hazard <input type="checkbox"/> Seismic Hazard <input type="checkbox"/> Landslide Hazard <input type="checkbox"/> Flood Hazard					
I certify that the subject tree(s) is located on my private property:					(initials)
I certify that I am working on behalf of the Homeowner's Association, or other responsible agent or entity representing a property that is jointly owned (i.e. tract):					(initials)
PROPOSED TREE REMOVAL					
Number of Evergreen Trees proposed for removal with a minimum diameter of eight inches (8") measured at 4.5 feet above grade:					
Number of Deciduous Trees proposed for removal with a minimum diameter of twelve inches (12") measured at 4.5 feet above grade:					
TOTAL:					
Has there been any other tree removal on site <u>this year</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____ Have the trees been reviewed by a certified arborist? <input type="checkbox"/> Yes <input type="checkbox"/> No Have any of the trees been identified as High Risk or Extreme Risk, by a qualified tree risk assessor? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide a copy of the Basic Tree Risk Assessment</i> Have any of the trees been designated as protected as part of an approved tree management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know					

PROPERTY OWNER	
Name:	
Address:	Phone:
E-mail	
PROJECT ARBORIST	
Name:	Certification #:
Address:	Phone:
E-mail	
CONTRACTOR	
Company Name:	
Contact Person:	
Address:	Phone:
E-mail:	
SUBMITTAL DOCUMENT (REQUIRED)	
The following items are required and shall be provided as an attachment to the application:	
<input type="checkbox"/> Site Plan showing the locations of: <ul style="list-style-type: none"> ▪ Property lines and adjacent streets; ▪ Property address and parcel number; ▪ Location, dimension, and use of easements; ▪ Location of existing site features (structures, driveways, etc.); ▪ Site area in square feet; ▪ Boundaries of critical areas and buffers; ▪ Existing trees and those proposed for removal (location, size, type); ▪ Location of replacement trees, if required. 	
<input type="checkbox"/> ISA Basic Tree Risk Assessment <ul style="list-style-type: none"> ▪ This form is required when removing trees from a critical area or buffer. ▪ This form must be prepared by a qualified arborist. 	
SUPPORTING DOCUMENTS (OPTIONAL)	
The following documents may be required. If you have them prepared prior to the permit application, include them with your submittal. If you don't have these times prepared, the City may request them during review if necessary.	
<input type="checkbox"/> Copy of Contractor's Bid or Estimate <ul style="list-style-type: none"> ▪ Sometimes a contractor's bid or estimate will have useful tree information regarding the condition of the tree. The City requests this item not to know how much the removal costs, but to know more about the tree and means of removal. 	
<input type="checkbox"/> Photos	
Any tree that is an imminent hazard to life and/or property (fixed target) may be removed immediately without first seeking approval. For trees that would have required a permit, a post-mortem report must be submitted to the City defining the hazard with supporting documentation, such as an ISA tree hazard report and photographs within seven business days.	
<i>All provisions of laws and ordinances governing this type of work will be complied with. I certify under penalty of perjury that the information provided on this application is true and correct and, further that I am authorized by the owner of the above premises to perform the work for which the permit application is made. I further agree to hold harmless the City of Kenmore as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Kenmore, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as part of this application.</i>	
OWNER/APPLICANT: _____ Date: _____ <div style="text-align: center; font-size: small;">signature</div>	
I hereby authorize the City representatives to inspect my property Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. during this permit application process for verifying site conditions.	